

Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

Newbury L	ibrary			Project # 230 Tel: Fax:	08				
Owner, Ar	chitect, Cor	ntractor Me	etina 35						
Date	Start	End	Next Meeting	Next Time	Prepared By	Co	mpany		
2/21/2024	01:00 PM	02:00 PM	3/6/2024	01:00 PM	Frank Lemay	Mile	estone Engine	ering &	
Purpose			Location	Ne	xt Location	Gei	neral Notes		
Weekly Job	Meeting								
Attended	Ву			Nor	n-Attendees				
	blic Library - I	_ea McBain		New	bury Public Libra	ry - Todd Mailly			
Newbury Pu	blic Library - I	Patricia Sherr	nan	Mile	stone Engineering	g & Constructio	n - Frank Lem	nay	
Milestone E	ngineering & (Construction -	Larry Letendre		allee Brensinger -		0		
Newbury Pu	blic Library -	Jeanne Pallei	ko	Lava	allee Brensinger -	Robert Robicse	эk		
	vbury - Jessic				n of Newbury - Di				
Milestone E	ngineering & (Construction -	Geoff Lemay	New	bury Public Libra	ry - Emma Brov	vn		
Item Meet	ting Item De	escription		Re	sp S	Status	Due Date	Compl'd	Cls'd
Old Busin	ess								
Schedule									
001-001	-Trim 99% -Painting has -Carpet 1st w -RTU's are o -Circulation o	veek of March n the roof. Ho lesk ongoing			I	n Progress			No
Finishes M	leeting								
006-001		e colors in the look dark in th	e existing building ma ne rooms.	y change	F	Pending			No
	1/10/2024: P	ending.							
	1/17/2023: Ti area will be p		nd the existing circula	ation desk					
	1/24/2024: O	ngoing.							
	1/31/2024: O	ngoing.							
	2/7/2024: On	going.							
	2/14/2024: T	he trim color \	vas changed to white).					
	2/21/2024: T	he color is Wł	nite Ice.						
Existing B	uilding Rer	novations S	chedule						

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D14 Busilesci 914-001 1/32024: Parton hathroom renovations have started. In Progress In Progress No 1/10/2024: Passage from ramp to childrer's will be done frikely. Patton hathroom ready in a week and a haff. In Progress No 1/11/2024: Passage from ramp to childrer's will be done frikely. Meeton bathroom ready in a week and a haff. Integress No 1/11/2024: Plassage from ramp to childrer's will be done frikely. Meeton bathroom ready in a week and a haff. Integress Integress 1/12/2024: Bathroom tile complete. Need to install grab assist in storing the cleaning materials for the janitors. Integress Integress 1/12/2024: We are working on putting things back there is quite a bit of demo to do. Integress No 2/12/2024: We are working on putting things back there is quite a bit of demo to do. Integress No 2/12/2024: We are working on putting things back there is quite a bit of demo to do. Integress No 2/12/2024: We are working on putting things back there is quite a bit of demo to do. Integress No 2/21/2024: Conculation desk is ongoing, but bathroom the sheep stere doub of on install Chairs are ordered. Due in Fobruary. In Progress No 2/21/2024: Weill inger back. 1/21/2024: Weill inger back. In Progress No 2/21/2024: Chairs atill waiting on the ship dates. <td< th=""><th>Item Mee</th><th>eting Item Description</th><th>Resp</th><th>Status</th><th>Due Date</th><th>Compl'd</th><th>Cls'd</th></td<>	Item Mee	eting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Milestone will break through the passage opening at the top of the ramp Friday. Jan. 11t. Top of the ramp friday. Jan. 11t. 11/10/2024: Passage from ramp to children's will be done Friday. Patron balthroom readly in a week and a half. 11/17/2023: Tile didti happen last Friday, will be done the friday. Milestone will be dong the closet across from the shortown at till barsen to off. Milestone the shortown the shortown at the same law off. Milestone will be acress from the shortown at till barsen to off. Milestone top the same law off. Milestone top the same law off. 11/17/2023: Tile didti happen last Friday, will be done the same law off. Milestone top the same law off. Milestone top the same law off. Milestone top the same law off. 11/17/2023: Tile didti happen last Friday, will be done top top the same law off. The balthroom is open and operational. Touch ups are needed and balthroom cascovies coming this week. 11/17/2024: We are working on putting things back together. In 2 weaks we will look to block off the hall as there is quite a bit of domo to do. 11/12/2024: We will finish the circulation desk and move into this area next week. 22/12/2024: Circulation desk is ongoing, but balthrooms have been pushed out a week. 11/12/2023: Patricia still waiting on the ship dates. 11/12/2023: Patricia still waiting on the ship dates. 11/12/2024: We will receive the library shelving mild Fabruary delivery. 11/12/2024: We will receive the library shelving mild Fabruary delivery. 11/12/2024: We are waiting on the mild Fabruary delivery. 11/12/2024: Shelving will	Old Busi	Old Business					
Friday. Patron bafroom ready in a week and half. 1/17/2023. The didn't happen last Friday, will be done from will be done barbon with the second bathroom at the same time we are doing the barbonom. The hallow will be seaded off. Milestone will be done week. Library Structure (W are working on putting things back to be done in bedrow week. 22/1/2024: We are working on putting things back to be done will be done week. Library Structure (M are be done book of the hall as there is quite a bit of demo to do. 21/1/2024: We are working on portion does and more into this are next week. Library Structure (M are be done book of the hall as there is quite a bit of demo to do. 1/2/1/2024: New Will finish the ercluston does and more into the another and the done book of the hall as there is quite a bit of demo to do. Library Structure (M are book as a done for install (Chairs are ordered. In Progress No 1/2/1/2023: Still waiting on the will b	014-004	Milestone will break through the passage opening at the		In Progress			No
this Friday. Milestone will be delivered for install grab bathroom. The hallway will be seeled off. Milestone will assist in storing the cleaning materials for the janitors. 1/24/2024: Bathroom tile complete. Need to install grab bars. Turnover in about one week. 1/31/2024: The bathroom si open and operational. Touch use are needed and bathroom accessories coming this week. 1/31/2024: The bathroom tile complete. Need to install grab bars. Turnover in about one week. 2/7/2024: We are working on putting things back together. In 2 weeks we will look to block off the hall as there is quite a bit of demo to do. 2/14/2024: We will finish the circulation desk and move into this are next week. 2/21/2024: Circulation desk is ongoing, but bathrooms have been pushed out a week. In Progress No 2/24/2023: Milestone needs to provide a fixed date when the shelves are done for install. Chairs are ordered. In Progress No 2/24/2024: VP ending. 1/10/2024: Pending. 1/10/2024: Pending. 1/10/2024: Pending. 1/11/2024: We will receive the library shelving mild February delivery. 2/1/2024: We will receive the library shelving mild February delivery. 2/1/2024: Shelving will be delivered on 23rd. Lea will create the dins. 1/21/2023: Still be delivered March 6th. In Progress No 2/14/2024: Shelving will be delivered on 23rd. Lea will create to a farke date when the is the weak on the chairs. 2/14/2024: Shelving will be delivered on 23rd. Lea will create to a farke date more chains. 2/14/2							
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	025-001	landscape plan. She would also like a proposal for loam		In Progress			No

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em Mee	eting Item Description	Resp	Status	Due Date	Compl'd	Cls
ld Busir	iess					
	12/13/2023: Pending.					
	12/20/2023: Pending.					
	1/3/2024: Frank will contact Tasker.					
	1/10/2024: Put Tasker on hold. George Pelletrieri offered to design and build it at cost. Patricia discussing with the board.					
	1/17/2024: Patricia is working out a date with the trustees to meet with Pelleteir.					
	1/24/2024: Scheduled to meet tomorrow.					
	1/31/2024: Pellettieri will do the work for cost. Waiting on a proposal.					
	2/7/2024: Pending proposal .					
	2/14/2024: We received the proposal. Looking for a start date and duration.					
	2/21/2024: Schematic work will start once retainer is received. Contract to be signed and retainer sent.					
ght Sha	ides					
25-002	12/6/2023: Patricia would like some ideas to put light shades on the exterior windows on the south elevation and possible put a solar array on there.		In Progress			N
	12/13/2023: Milestone and LBA to investigate a product for a light shelf on the outside at the south elevator.					
	12/20/2023: Pending.					
	1/3/2024: Brooke will look at and do a sketch.					
	1/10/2024: Pending.					
	1/17/2023: Frank will contact Guy Gierra and have him contact Patricia.					
	1/24/2024: Patricia gave Frank the locations she wants shades. Frank forwarded the shades to Brooke.					
	1/31/2024: Brooke presented a sketch of a job built PVC option, but we will look into installing a film instead.					
	2/7/2024: Geoff will get someone out to look at this.					
	2/14/2024: Pending.					
	2/21/2024: Received 2 proposals. GSG was \$4,030, while NHSolar Control was \$1,880. Waiting on samples from NHSC to compare.					
hildren'	s Room Cubbies					
28-001	1/3/2024: Existing cubbies at the Children's Room to move to the ramp area expansion. However, they do not fit well. Patricia will sketch up a new set that works better for the committee to review.		In Progress			N
olog Man	Printed on: 2/22/2024 Milestone Prolog					Pag

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Item Mee	eting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
Old Business						
	1/10/2024: Cost approved. Milestone to proceed.					
	1/17/2023: Change order issued.					
	1/24/2024: Wall is under construction. Cubbie shop drawing pending.					
	1/31/2024: Pending shop drawings.					
	2/7/2024: Approved and moving forward.					
	2/14/2024: In production.					
	2/21/2024: Cubbies are still in production.					
Signage 030-001	1/17/2023: Frank will get the name of the vendor that did the donor sign and LSPA.		In Progress			No
	1/24/2024: Pending.					
	1/31/2024: Pending.					
	2/7/2024: Pending. Sign guy coming by tomorrow.					
	2/14/2024: Met with Ron and he is working on a proposal.					
	2/21/2024: Two (2) proposals/ mock-ups were sent. We will look at moving the location of hours sign next to the door and shrinking the print.					
Punch Li	st					
032-001	1/31/2024: We will look to do a punch list of new space in early March before shelving is installed, and the existing work will be punched out about a month later at the beginning of April.		Closed			No
	2/7/2024: Pending.					
	2/14/2024: Pending					
	2/21/2024: Pending.					
Compute	r Area Demo					
033-001	2/7/2024: In the upcoming week, we will need to move the computers and bookshelves to facilitate the process of cutting a hole in the wall within this area.		In Progress			No
	2/14/2024: This work has been completed for now, but additional work to come.					
	2/21/2024: There is still more work to do. Larry will coordinate this.					
Floor Bo						
034-001	2/14/2024: Electrical drawings are calling, for floor boxes. Larry will lay these out and we will get them sawcut.		In Progress			No
	2/21/2024: Pending.					